POLICE OFFICER TRAINEE INFORMATION PACKET

Integrity *Service* *Excellence*

CITY OF RIVERSIDE POLICE DEPARTMENT

POLICE OFFICER TRAINEE RECRUITMENT INFORMATION

1. **Eligibility** – In order to qualify for the position you need to:
   - **Be 20 ½ yrs old at the time of you submitting an application.**
   - **Have completed twelfth grade or equivalent.**
   - **Have no felonies, not be on any kind of criminal probation** (incl. summary probation) or have been convicted of any domestic violence (incl. misdemeanor).
   - **Be a US Citizen or permanent resident alien who is eligible for and has applied for citizenship.**

2. **Process**
   - **Application** – The process begins when you complete and submit an online application with the City of Riverside when the position is open for recruitment.

   - **Written Test** – You must attend and pass the Riverside Police Department written exam. The scope/areas of the examination will consist of Grammar, Spelling, Vocabulary, and Reading Comprehension

   - **Physical Agility** – If you are successful in passing the written exam, you will be invited to participate in a Physical Agility Test (PAT).
     - **You will need to bring a photo ID (driver's license), as well as your completed Personal History Statement** (this document will be provided to you after you schedule your PAT test).
     - **Dress appropriately** – PE gear, athletic shoes, and bottle of water.
     - The department will notify you by email if you do or do not pass the PAT. Do not contact HR.

       At the date of your scheduled test, if you do not have your ID and Personal History Statement, or if you are not there on time, you will not be allowed to take the physical agility and will be dropped from the process. You should be running at least 1.5 miles at a 9 minute per mile pace right now and be doing pushups/sit-ups, etc. The PAT will be administered at ***Bordwell Park****, which is located at 2008 Martin Luther King Blvd., Riverside. You can go to this park before your scheduled test date and practice some of the exercises that you will be required to perform at the test.*

- **PHS Review** – If you are successful in passing the PAT, the Police Department will review your Personal History Statement (PHS) and determine if you are eligible to remain in the recruitment process. BE HONEST and complete when filling your PHS out. The department can and does drop candidates from the process if they are not honest and complete with their information. Be sure to complete all of the sections of the PHS as instructed (give full explanations and use additional sheets of paper as needed). If you are completing the PHS by hand, be sure to write legibly.

- **Oral Exam** – If you pass the PHS screening, you will be invited to participate in an Oral Exam (interview). This is the last and one of the most important steps in the selection process. You should prepare yourself by dressing professionally; researching about the department and the City of Riverside; knowing how to sell yourself; acting professionally; answering the questions clearly and loudly; and being honest. Honesty and integrity are the cornerstones to becoming a police officer.

- **Background** – Candidates successful in passing the oral exam will be placed on an eligibility list. Please be aware that there are only so many vacancies available so not everyone that passes the oral exam will be selected to move forward in the process. Those who are selected will be contacted by a Riverside Police Department Background Investigator who will provide additional information regarding the next step in the selection process.

3. Additional Information

- **Dress Appropriately**
  - **For the Physical Agility Test** – PE/PT gear; athletic shoes (not boots),
  - **For your interview** – business attire – a suit (men or woman) and a tie for the men. Hairstyles should be neat. Remove the facial hair and cover the tattoos.

99 Yard Obstacle Course:
Run a 99-yard obstacle course consisting of several sharp turns, a number of curb-height obstacles, and a 34-inch high obstacle that must be vaulted with two hands on the obstacle.

Solid Fence Climb:
Run 5 yards to a 6-foot solid fence, climb over fence, and continue running another 25 yards.

Chain Link Fence Climb:
Run 5 yards to a 6-foot chain link fence, climb over fence, and continue running another 25 yards.

Body Drag:
Lift and drag 165 pound dummy 32 feet

1.5 Mile Run:
Must be completed in under 15:00 minutes. No stopping or walking will be allowed.

With the exception of the 1.5 mile Run, each event shall be administered up to two times if the applicant desires to better their first time on each event. If the applicant's time is close to the failing times, they should be asked to repeat (Overall low scores will fail them). Applicants are permitted to decline to take the second trial. The single-time trial, or the best time of two trials, if done, would be used to determine the students score for each event. Each trial must be followed by a two minute minimum rest.

BORDWELL PARK

2008 MARTIN LUTHER KING BLVD, RIVERSIDE, CA 92507

- The route starts at the **green marker** to the top of the building.
- You will run a total of **4 laps** and end at the **red marker.**
- You will have **15 minutes** to complete this run.

POLICE OFFICER DISQUALIFIERS

Type	Maximum Allowable Convictions	
Moving Violations:	**3 in the past 4 years**	*"Fix-it" citations will not be considered moving violations.*
Traffic Accidents:	**2 in the past 4 years**	*Only "At fault" accidents will be considered*
Driving under the Influence:	**0 in the past 4 years**	*This includes any alcohol/drug related conviction*

Potential Disqualifiers: Applicant has not maintained liability insurance for the previous year. Applicant has attended traffic diversion school more than twice within the past four years. Applicant's driving privilege is currently or has been suspended/revoked within the past four years.

Selective Service Registration: Applicants are required to provide proof of Selective Service Registration.

Citizenship: Must be a citizen of the United States or a permanent resident alien who is eligible for, and has applied for, citizenship.

DRUG USE GUIDELINES / DISQUALIFICATIONS

Controlled Substance	Must Not Have Possessed or Used in the Past:
Marijuana or Derivative	3 Years
Amphetamines/Methamphetamine	5 Years
Barbiturates	5 Years
Cocaine or Derivative	5 Years
Illegal use of any Prescribed/Non Prescribed Controlled Substance	5 Years
Anabolic Steroids	5 Years
Organic or inorganic hallucinogens to include LSD, PCP, XTC, and other designer drugs	7 Years
Opium/ Heroin	0 Instances
Manufactured, Cultivated, Transported, Brokered, Sold Controlled Substances	0 Instances
Injection of any Controlled Substance* *Injection of steroids will be considered on a case-by-case basis	0 Instances

-Possession, as used in this standard, is defined as each time the listed controlled substance was in the applicant's hands, in his/her clothing, domicile, vehicle, work area under his/her exclusive control, or any other area in which the applicant exercised control.

ORAL INTERVIEW PREPARATION

1. **Practice good nonverbal communication**
   Standing straight, demonstrate confidence, maintaining eye contact

2. **Dress for the job**
   Find the right outfit, formal, well ironed

3. **Listen**
   Observe your interviewer, match pace and style

4. **Don't talk too much**
   Don't ramble, don't say more than necessary

5. **Use appropriate language**
   Don't use inappropriate slang, no references to age, race, religion, politics, or sexual orientation

6. **Don't be cocky**
   Have a good attitude, fine line between confidence, professionalism and modesty

7. **Anticipate likely questions**
   Think of likely questions and prepare for same

8. **Arrive at least 15 minutes prior**
   Calm nerves, avoid unnecessary stress

9. **Turn off cell phone**
   Nothing more irritating than ringing during an interview

10. **Maintain good eye contact**
    Demonstrates confidence, transparency, and a neutral attitude

11. **Avoid over confidence**
    Do not overestimate and lie about your capabilities

RIVERSIDE POLICE DEPARTMENT

POLICE OFFICER TRAINEE

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